

25X1A

[REDACTED]
Assistant Director for Operations

OGC Has Reviewed

Appointment as Resident Manager

1. You are hereby appointed Resident Manager [REDACTED]
(set up under Project 00-77-51).

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2. You will establish residence at [REDACTED] at the earliest
practical date and assume the duties of Resident Manager.

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3. In accordance with the authority delegated to the Resident Manager
you will:

(a) Establish a checking account in a local bank, in accordance
with instructions issued by the Comptroller, and use it for the safe-
keeping of revolving fund money advanced to you for the operation of
the property and for disbursing money to creditors as appropriate.

(b) Procure food and supplies for the maintenance and daily op-
eration of the premises.

(c) Employ local service employees in accordance with security
procedures established by the Security Officer and on the basis of
salary rates determined by the Personnel Director.

(d) Obligate and expend funds for the purpose of maintenance and
repair work to the property, without prior approval, when the total
sum does not exceed \$100 in any single transaction. When the total
sum is in excess of that amount, enter into and sign contracts on be-
half of the Government, after prior approval by the Chief, Administra-
tive Services.

(e) Provide for the physical security of the premises in accord-
ance with instructions issued by the Security Officer, such provision
to include necessary alterations to the premises and adequate provision
for the security of documents.

(f) Approve temporary duty travel between subject's station and
Washington, D. C., as required.

(g) Provide for the safekeeping and accounting of all real and
personal property, as well as articles of value which residents may
wish to deposit for safekeeping, in accordance with instructions issued
by the Comptroller and the Chief of Procurement.

GEORGE G. CAREY

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~~SECRET~~ ~~CONFIDENTIAL~~

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- 2 -

AP PROVED:

/s/ Lawrence R. Houston
General Counsel

25X1A

[Redacted]
Chief, Administrative Services

25X1A

[Redacted]
Security Officer

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[Redacted]
Comptroller

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/s/ [Redacted]
Chief of Procurement

/s/ W. J. Kelly
Personnel Director

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O/O/C [Redacted] /hj-23 May 1951

Distribution:

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General Counsel
Personnel Director
Comptroller
Chief, Administrative Services
Chief of Procurement
Security Officer
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